



Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO

Acting City Vice Mayor

HON. MIGUEL M. BAUTISTA

City Councilor

HON. ADRIELITO G. GAWARAN

City Councilor

HON. MANOLO S. GALVEZ JR.

City Councilor

HON. RICARDO F. UGALDE

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HON. LEVY M. TELA

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City Councilor

HON. RANDY C. FRANCISCO

City Councilor-ABC President

HON. PALM ANGELS. BUNCIO

City Councilor- SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Sangguniang Panlungsod Secretary

Certified by:

HON. CATHERINE SARINO-EVARISTO

Acting City Vice Mayor

Approved:

HON. ROWENA BAUTISTA-MENDIOLA

Acting City Mayor



CITY ORDINANCE NO. 512-2026
Series of 2026

AN ORDINANCE CREATING THE PROPOSED ORGANIZATIONAL STRUCTURE AND PLANTILLA POSITIONS FOR THE ESTABLISHMENT OF THE CITY COOPERATIVE DEVELOPMENT OFFICE (CCDO) OF THE CITY GOVERNMENT OF BACOR, CAVITE.

Sponsored by:

Hon. Miguel Bautista

Co-Sponsored by:

Hon. Catherine Sarino-Evaristo, Hon. Reynaldo D. Palabrica, and Hon. Ricardo F. Ugalde

WHEREAS, Section 11, paragraph (1), sub-paragraph (vii) and (viii) of Republic Act No. 10160 (the "Charter of the City of Bacoor, Cavite") gave the Sangguniang Panlungsod the following powers:

"(vii) Subject to the provisions of the Local Government Code of 1991 and other pertinent laws, determine the powers and duties of officials and employees of the City;

(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the city government".

WHEREAS, Section 7 of RA 10160 gave the City Mayor to appoint a City Cooperatives Officer.

WHEREAS, Section 454 (a) of Republic Act No. 7160 (the "Local Government Code of 1991"), as amended by Republic Act No. 11535 which enacted by Congress on 9 April 2021, now provides that:

"(a) There shall be in each city a mayor, a vice-mayor, sangguniang panlungsod members, a secretary to the sangguniang panlungsod, a city treasurer, a city assessor, a city accountant, a city budget officer, a city planning and development coordinator, a city engineer, a city health officer, a city civil registrar, a city administrator, a city legal officer, a city veterinarian, a city social welfare and



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development officer, and a city general services officer. A city CDO (Cooperatives Development Officer) shall also be appointed: *Provided*, That the city has the option to appoint a full-fledged CDO or merge such position to an existing position or official in a related office, unit or department in the city government: *Provided*, further, That if the city shall appoint a full-fledged CDO, the city has the option to set the rank, remuneration and other emoluments of the city CDO subject to existing laws, rules and regulations."

WHEREAS, on 26 March 2026, the Office of the City Mayor formally requested the Sangguniang Panlungsod to pass an ordinance creating a City Cooperatives Development Office (CCDO).

NOW THEREFORE, be it enacted by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite that:

Section 1. Creation of the City Cooperatives Development Office. There is hereby created a City Cooperatives Development Office (CCDO) which shall be headed by a Cooperatives Development Officer (CDO) who shall be appointed and shall be directly under the City Mayor.

Section 2. Qualifications, Powers and Duties of the Cooperatives Development Officer. - No person shall be appointed Cooperatives Development Officer (CDO) unless one is a citizen of the Philippines, a resident of the City of Bacoor, Cavite for at least two (2) years, of good moral character, a holder of a college degree preferably in cooperatives, business administration with special training in cooperatives or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He/she must have experience in cooperatives organizations and management or other comparable experience of at least five (5) years.

The CDO shall take charge of the office for the development of cooperatives registered with the Cooperative Development Authority operating within the City of Bacoor and shall:

- (1) Formulate measures for the consideration of the Sangguniang Panlungsod, and provide technical assistance and support to the City Mayor in carrying out measures to ensure the delivery of basic services and provision of facilities through the organizing, promotion and development of cooperatives, and in providing access to such services and facilities;
- (2) Develop plans and strategies in consultation with the cooperative sector and, upon approval thereof by the City Mayor implement the same, particularly those which have



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to do with the integration of cooperatives values, principles and practices in programs and projects which the City Mayor is empowered to implement and which the Sangguniang Panlungsod is empowered to provide under the Local Government Code of 1991;

(3) In addition to the foregoing duties and functions, the CDO shall:

(i) Take the lead in identifying groups, sectors or communities that can be organized into cooperatives within the City with the objective that the cooperatives to be organized shall be vehicles in poverty reduction, job creation and socioeconomic development of the City of Bacoor;

(ii) In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective cooperatives in the conduct of the required pre-registration seminar and/or pre-membership education seminar and in the preparation of required documents for registration;

(iii) In partnership with the CDA, Department of Trade and Industry, other government agencies, cooperative unions and federations, the academe, and other private organizations, provide technical and other forms of assistance to duly registered cooperatives to enhance their viability as an economic enterprise and social organization including, but not limited to, training and education, business management, finance and financial management;

(iv) Assist cooperatives in establishing linkages with government agencies, cooperative unions and federations, the academe and nongovernment organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities;

(4) Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as a response to anticipated or unexpected man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation;

(5) Recommend to the Sangguniang Panlungsod and advise the City Mayor on all matters relative to cooperatives development and viability- enhancement which will improve the livelihood and quality of life of the inhabitants; and



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(6) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Section 3. Creation of Various Plantilla Positions. The following Plantilla positions are hereby created:

Organizational Unit	Position Title	SG	No. of Items	Function/s
Officer Proper	City Government Head I (City Cooperatives Officer)	25	1	Overall Head (RA 10160) of the CCDO
	Administrative Officer II	11	1	Administrative Support Unit
	Administrative Assistant II (Clerk IV)	8	1	Communication records, documentation
	Administrative Aide III (Driver I)	3	1	Transport Support
	Cooperatives Development Specialist II	15	1	Regulations, inspection, technical supervision

Section 4. Appointment of CCDO Personnel. The appointment of the persons who shall occupy the said positions shall be the sole discretion of the City Mayor and shall be subject to the availability of the funds needed to finance the operations of the said department as well as the salaries, benefits, and other emoluments of the said personnel.

Section 5. Repeal. All ordinances, executive orders, or memoranda inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

Section 6. Separability. In case the Civil Service Commission (CSC) or a court of law of competent jurisdiction declares any provision of this Ordinance void or unconstitutional, the remaining provisions hereof not affected by the said declaration shall remain valid and enforceable.

Section 7. Effectivity. This Ordinance shall become effective immediately after it has been posted in at least three (3) conspicuous places within the City of Bacoor.

APPROVED on 11th day of May 2026 at the City of Bacoor, Cavite.



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Sangguniang Panlungsod Secretary

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HON. CATHERINE SARINO-EVARISTO
Acting City Vice Mayor



Approved:

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor

I hereby certify that the foregoing Ordinance was duly approved in accordance with law.

Certified by:

[Signature]

HON. CATHERINE SARINO-EVARISTO
Acting City Vice Mayor

Attested by:

[Signature]

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Approved by:

[Signature]

HON. ROWENA BAUTISTA-MENDIOLA
Acting City Mayor

Date of Approval: 14 MAY 2026



SBR202622343

Original Signed
ROWENA BAUTISTA
ACTING CITY MAYOR
City of Bacoor

